*Springfield Library*

Manager’s Report

January 2021

Presented to the Board of Directors by Hanna Conbeer, Library Manager

### Patron Statistics: Number of people who visited the library.

|  |  |  |  |
| --- | --- | --- | --- |
| Month  | 2019 | 2020 | 2021 |
| January  | 515 | 296 |  |
| February  | 284 | 126 |  |
| March  | 332 | 119 |  |
| April  | 394 | 0 |  |
| May  | 334 | 0 |  |
| June  | 398 | 0 |  |
| July  | 606 | 0 |  |
| August  | 397 | 27 |  |
| September  | 284 | 14 |  |
| October  | 326 | 18 |  |
| November  | 293 | 10 |  |
| December  |  | 11 |  |

### Circulation Statistics

|  |  |  |
| --- | --- | --- |
| Month  | 2020 | 2021 |
| January  |  |  |
| February  |  |  |
| March  |  |  |
| April  |  |  |
| May  |  |  |
| June  |  |  |
| July  |  |  |
| August  |  |  |
| September  |  |  |
| October  | 60 |  |
| November  | 23 |  |
| December  | 20 |  |

### E-book Circulation Statistics

|  |  |  |
| --- | --- | --- |
| Month  | 2020 | 2021 |
| January  |  |  |
| February  |  |  |
| March  |  |  |
| April  |  |  |
| May  |  |  |
| June  |  |  |
| July  |  |  |
| August  |  |  |
| September  |  |  |
| October  |  |  |
| November  |  |  |
| December  |  |  |

## Programming

Currently, I haven’t begun any programming due to Covid-19. Two programs that are future possibilities are a “Science through Lego Engineering” program and a “Little Library Learners” program. Science through Lego Engineering would be geared towards children ages 6-12, and Little Library Learners would be geared for ages 0-5 as a Storytime/Reading Readiness program.

## Community Outreach and Collaborations

I reached out to Gail Buel, who had been in contact with Marilyn regarding an outreach to the Amish through the Amish school. Gail and Elizabeth, the schoolteacher, visited the library on January 9 and Elizabeth checked out 32 books for their children in grades 1-7. This partnership will be continuing in the future with a monthly book rotation and possible programming with the children in the library (Covid-19 dependent).

Marilyn and I attended the Town of Springfield Board meeting on January 11, 2020. The new Town Supervisor, Galen Criqui, received a library card. I made a connection with Ashley Sikkema to begin preparing for Summer Reading.

## Fundraising and Grants

### Submitted and Pending:

*Stewart's Holiday Match* - Submitted for $2,000. $1,000 was written for new children’s books to support the Amish outreach (and for all community families). $1,000 was written for the Summer Reading program.

*WGY Christmas Wish* - Submitted for $2,000, half of which was for the Summer Reading program and half of which was for educational library programs in the future.

Copies of these grants are attached.

### Looking Ahead:

I have researched the following grants to apply to:

-Community Foundation of Otsego County (Covid-19 response specific)

-Community Foundation of South Central New York (needs to address a specific program or enhance library resources - could be a resource for additional book funds for a specific collection or a specific program).

I am seeking input from the Board on what types of projects or book collections would be most beneficial or of top priority when applying to these grants.

## Other Projects

### Policy Writing:

*Continuation of Business Plan* - I wrote an initial draft of the Continuation of Business Plan (Pandemic Response Plan), edited and revised.

*Computer Use Policy* - I reviewed this policy and referenced other library policies in regard to the age of children who are allowed to use computers. It is generally age 13 at which children are able to use a computer without adult supervision, however within the document it is written that parents are responsible for what their children are viewing. Children under 13 years of age have to be actively supervised by parents or guardians.

### Organization:

*General Organization* - I spent some time generally organizing the library spaces such as the circulation desk, shelving units and cabinets along the wall, magazines. I sorted discarded books, kept some to be re-accessioned and moved boxes out of the library.

## Four County Library System Meetings:

 *New Directors Meeting with Steve Bauchman* - I virtually attended this meeting with the Director of Four County Library System. He reviewed where to find assistance and who in the 4CLS staff to reach out to with questions. Steve also reviewed the many services our library has because we are a part of the Four County Library System. Some of these included the Overdrive service for audiobooks and ebooks, ILL through the South Central Regional Library Council, automation and record services for our books, processing services for our collection, and assistance with the Annual Report.

 Steve mentioned two ways that 4CLS will provide direct support to libraries in the near future. First, they host a workshop each year that guides librarians through the step by step process of completing the Annual Report. They will be doing it a bit differently this year due to Covid-19, but anticipate still having supportive services in completing that requirement. Secondly, 4CLS will be focusing on the Long Range Planning aspect of the new Minimum Standards for Libraries this Spring. He will be asking libraries to volunteer to write their Long Range Plan with 4CLS, where 4CLS will come alongside and support and guide the library through the entire process. This may be something Springfield would want to participate in.